

Planning Services Agreement

SHORT NORTH/HIGH STREET GUIDELINES

City of Columbus Planning Division and the
Italian Village and Victorian Village Commissions

October 22, 2009

A. Purpose

The purpose of this agreement is to outline the duties and responsibilities of the associated parties that together will produce the Short North Guidelines.

B. Planning Area Boundaries

The planning area boundaries are defined by all tax parcels that abut High Street (as well as all parcels located between High Street and any parallel alleys) beginning at Fifth Avenue on the north and ending at I-670 on the south (please see the attached map).

C. General Scope of the Project

The general scope of the project is the preparation and adoption of consistent design guidelines that address design parameters as agreed to by the Italian Village Commission for the eastern half of the district and Victorian Village Commission for the western half of the district. This will serve as an amendment to the existing guidelines for each commission.

D. Timeframe

The guidelines will be completed and ready for adoption in no more than 12 months from the date of execution of the Planning Services Agreement. Any extension to this timeframe must be approved by the Planning Administrator. If it would appear that extending the timeframe will not result in a reasonable conclusion to the planning process, the Administrator may stop the planning process and ~~to~~ resume the process at a more appropriate time.

E. Participants and their Roles and Responsibilities

The key participants of the planning process are as follows:

1. Italian and Victorian Village Commissions: The commissions have the following responsibilities:

- a. Review and approve this Planning Services Agreement.
- b. Each shall appoint three members to the Working Group (city staff will invite an additional three individuals to balance all stakeholder interests).
- c. Each shall recommend up to three to five individuals for stakeholder interviews.
- d. Co-host any public meetings and open houses.
- e. Assist the Planning Division with City Council briefings and presentations.

2. Working Group: The Group has the following responsibilities:

- a. Represent the broad public interest during the planning process.
- b. Attend all Group meetings and attend most public meetings.
- c. Report back to the commissions regarding all matters related to this project.
- d. Review all materials prepared during the planning process and share constructive comments, thoughts, and suggestions within establish time limits.

- e. Conduct community outreach and personally invite members of the public to attend all public meetings and events.
- f. Make a recommendation regarding the final guidelines prior to consideration by City Council.
- g. Assist the Planning Division with public meeting and City Council presentations.

3. Columbus Planning Division: The Division will staff this planning process and has the following responsibilities.

- a. Prepare the Planning Services Agreement and a meeting schedule.
- b. Appoint three members of the Working Group to balance stakeholder interests (e.g. developer, small business, etc.).
- c. Finalize stakeholder list, conduct interviews and summarize findings in a memo.
- d. Hold an orientation session for the Working Group and conduct regularly scheduled meetings based upon the work program (these meetings will not occur on a regular monthly basis, but will be timed to coincide with key phases of the work program).
- e. Provide the commissions with progress reports during the process at each commission's monthly business meeting.
- f. Conduct all background research, data gathering, and analysis to support the process, unless assisted by the Working Group – including working with and managing the OSU city and regional planning graduate urban design studio (Spring 2010).
- g. Prepare draft and final documents; post all major documents on the city website.
- h. Circulate the draft guidelines to city departments/divisions for comment and suggestions, Working Group, commissions and stakeholders, as appropriate.
- i. Conduct a public open house to present the draft guidelines to the community-at-large and collect comments.
- j. Review public comments with the Working Group and finalize changes.
- k. Gain Working Group approval of the guidelines.
- l. Submit guidelines to the Italian and Victorian Village Commissions for approval.
- m. Submit the guidelines to City Council for adoption.

4. Project Manager: Vince Papsidero, AICP, Planning Administrator will serve as the Project Manager. Day-to-day project management will be handled by Randy Black with support from James Goodman, HPO, and Kevin Wheeler and Dan Ferdelman, AIA, from Planning.

F. Work Program

The Work Program is attached.

G. Deliverables

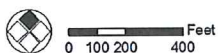
The Planning Division will deliver the documents noted below. All documents will be prepared in electronic form. All documents will be prepared as PDFs and posted on the city website.

- 1. Design guidelines for the Short North consisting of text, graphics, and maps; and
- 2. Executive Summary in brochure form.



Proposed Short North District Boundary

City of Columbus
Department of Development
Planning Division



October 22, 2009

Work Program / Short North Guidelines

- 1. Get Organized** FALL 09
 - a. Prepare PSA, discuss with each commission, gain approval and execute documents.
 - b. Establish Working Group (three representatives from each commission, three Short North stakeholders selected by staff, and staff).
 - c. Hold kick-off meeting with Working Group.
- 2. Establish Design Vision** WINTER 10
 - a. Interview stakeholders and summarize findings in memo form.
 - b. Work with Working Group to reach consensus on a vision statement and objectives that provide a policy basis for the guidelines (e.g. what do we want to accomplish as a single community relative to the future character of the built environment in the Short North?). Use images to convey intent of the vision statement.
 - c. As part of the work in Task B, the parameters of the guidelines are also defined and agreed to (these will serve as the focus on the baseline work in the next phase and the guidelines themselves). Possible examples are building height, density, massing, setbacks, ground floor uses, first floor glazing/windows, parking/garages, public spaces, and graphics.
 - d. Circulate the vision statement to stakeholders for review and comment; hold a public meeting for presentation, review and comment.
 - e. Complete review of public comments by Working Group; revise and approve the vision statement.
- 3. Prepare Physical Baseline** SPRING 10
 - a. Complete work program/syllabus for OSU city and regional planning graduate urban design studio (C&RP895); circulate syllabus to Working Group.
 - b. Initiate and complete studio, building a digital baseline of physical conditions in the Short North (e.g. building height, density, setback, land use, zoning, etc. by tax parcel; complete 3-D modeling).
 - c. Present initial findings (mid-term report) to the Working Group.
 - d. Conduct "best practices" research of comparable urban district design guidelines, if sufficient number of students participate.
 - e. Present findings to the Working Group.
 - f. Studio prepares final report and all digital mapping and renderings.
- 4. Prepare Guidelines** SUMMER 10
 - a. Staff prepares a proposal for the guidelines in draft form (text and renderings/photos) for review and comment by the Working Group.
 - b. Working Group reviews and comments on the proposal.
 - c. Staff prepares revisions.
 - d. Working Group approves the final proposal.
 - e. Proposed guidelines are posted on the web and distributed to stakeholders.
 - f. A public meeting is held to gather comments.
 - g. Staff prepares responses to comments, including any proposed revisions, and shares this material with the Working Group before posting.
 - h. Working Group approves final proposal with agreed upon revisions.
 - i. Define an approach for joint implementation and coordination.

5. Adoption Process**FALL 10**

- a. Each of the commissions reviews and recommends for adoption the proposed guidelines.
- b. Staff prepares ordinance and briefs council members
- c. Council considers the ordinance and holds a public hearing for comments.
- d. Council takes final action.

6. Final Products**FALL 10 / WINTER 11**

- a. Staff posts adopted guidelines on web.
- b. Staff prepares a one-page, two sided brochure that explains the new guidelines and posts PDF on web (email distribution to stakeholders).
- c. Follow up joint training held with the commissions.
- d. Short North Guidelines as an amendment to each commission's guidelines.

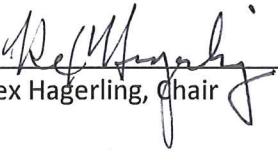
Timeframe & Process Summary

	Fall 09	Winter 10	Spring 10	Summer 10	Fall 10	Winter 11
1. Get Organized						
2. Establish Design Vision						
3. Prepare Physical Baseline						
4. Prepare Guidelines						
5. Adoption Process						
6. Final Products						

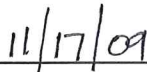
I. Accountability & Resource Management

The Planning Division will monitor the Planning Services Agreement. If it appears that the process is moving in a direction that is non-productive or in which a plan will not reach fruition, the Division will discuss the issue with the commissions and it will be determined whether the process will continue. As partners in this agreement, commissions may likewise bring issues to the attention of the Planning Division for discussion and resolution. The Planning Division will ensure documents (text, maps, and graphics) are consistent with Division standards.

Italian Village Commission

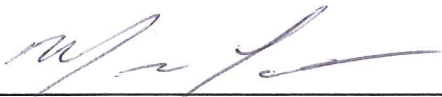


Rex Hagerling, Chair



Date

Victorian Village Commission




Marc Conte, Chair



Date

Columbus Planning Division




Vince Papsidero, AICP, Administrator




Date

Historic Preservation Office



Randy Black, Historic Preservation Officer



Date